

AFTER SCHOOL COLLECTION POLICY AND PROCEDURE - KINDERGARTEN

Reviewed by: Business Manager/SMT

Date: Sept 2016

Approved by the Board of Trustees on:

Review Date: Sept 2018

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After School Collection Policy - KG

Children are generally collected from Kindergarten by their parents or, occasionally, by grandparents or a childminder. These will all be people known to the Kindergarten staff.

If any alteration to the normal arrangement is necessary the following procedure should be observed:

- When delivering the child in the morning, inform the teacher or the assistant about who will be collecting the child after Kindergarten **AND**
- Indicate who will be collecting the child on the daily signing out sheet in the box below the relevant day (the sheet is normally outside the classroom).
- If a change has to be made during the course of the morning or you have forgotten to inform the teacher by the above method, ring the Kindergarten office. The message will be relayed to the teacher.
- If the person collecting the child is someone previously unknown to the Kindergarten staff, then staff will ask for the name before they will be allowed to leave with the child.
- If there has been no direct communication from the parent that someone else will be collecting a child, we will not allow the child to leave with that person until we have received authorisation from the parent. (See Uncollected Child Policy)
- Whoever collects the child must complete the signing out sheet with name and time.

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